



IN THE MIDST OF THE TEXAS HILL COUNTRY

CITY COUNCIL MEETING (CITY HALL)
January 24, 2024; 4:00 PM
Woodcreek, Texas

The City Council of the City of Woodcreek, Texas will conduct a meeting at Woodcreek City Hall, 41 Champions Circle, Woodcreek, Texas. The meeting will be held on Wednesday, January 24, 2024 at 4:00 PM.

The public may watch this meeting live at the following link:

https://zoom.us/j/94948892385?pwd=UEIFK2daZEhaMmhzcysweTVzTlg3Zz09

Meeting ID: 949 4889 2385; Passcode: 704505

A recording of the meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon written request. This notice, as amended, is posted pursuant to the Texas Open Meetings Act (Vernon's Texas Codes Ann. Gov. Code Chapter 551).

The City of Woodcreek is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary's Office at 512-847-9390 for information. Hearing-impaired or speech disabled persons equipped with telecommunications devices for the deaf may call 7-1-1 or may utilize the statewide Relay Texas program at 1-800-735-2988.

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

It is anticipated that members of other City Boards, Commissions, Panels and/or Committees may attend the meeting in numbers that may constitute a quorum of the other City Boards, Commissions, Panels and/or Committees. Notice is hereby given that this meeting, to the extent required by law, is also noticed as a meeting of the other City Boards, Commissions, Panels and/or Committees of the City, whose members may be in attendance. The members of the City Boards, Commissions, Panels and/or Committees may participate in discussions on the items listed on this agenda, which occur at this meeting, but no action will be taken by those in attendance unless such action item is specifically listed on an agenda during a regular or special meeting for the respective Board, Commission, Panel and/or Committee subject to the Texas Open Meetings Act.

The City Council may retire to Executive Session any time during this meeting, under Texas Government Code, Subchapter D. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Any citizen shall have a reasonable opportunity to be heard at any and all meetings of the Governing Body in regard to: (1) any and all matters to be considered at any such meeting, or (2) any matter a citizen may wish to bring to the Governing Body's attention. No member of the Governing Body may discuss or comment on any citizen public comment, except to make: (1) a statement of specific, factual information given in response to the inquiry, or (2) a recitation of existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting per Texas Local Government code Sec. 551.042

Citizen comments will be allowed at the beginning of every meeting, or alternatively, before an item on the agenda upon which the citizen wishes to speak is to be considered. All citizens will be allowed to comment for three (3) minutes per person and shall be allowed more time at the Mayor or Chair's discretion. In addition, citizens may pool their allotted speaking time. To pool time, a speaker must present the names of individuals present in the audience who wish to yield their three(3) minutes. Citizens may present materials regarding any agenda item to the City Secretary at or before a meeting, citizens attending any meeting are requested to complete a form providing their name, address, and agenda item/concern, but are not required to do so before speaking and presenting it to the City Secretary prior to the beginning of such meeting. Comments may only be disallowed and/or limited as per Government Code § 551.007(e).

Submit written comments by email to woodcreek@woodcreektx.gov by NOON, the day prior to the meeting. Please include your full name, home or work address, and the agenda item number. Written comments will be part of the official written record only.

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# AGENDA

## CALL TO ORDER

## MOMENT OF SILENCE

## PLEDGES

## ROLL CALL and ESTABLISH QUORUM

## PUBLIC COMMENTS

## CONSENT AGENDA

1. Approval of Regular Meeting Minutes From January 10, 2024.

## REPORTS

2. *Report By Tree Board Liaison. (Richardson)*
  - A. The Tree Board denied a tree variance application submitted by Mr. Gambino.
  - B. Tree Board is looking to celebrate the next Arbor Day on Saturday, April 27th.
  - C. We are having training in March to learn the tree survey software. The tree survey will be completed by the board in March and April. That information will then be used to help guide our upcoming Tree Care & Management Plan.
3. *Report By City Manager. (Rule)*
  - A. Municipal Court status.
  - B. Development in the City of Woodcreek's Extra Territorial Jurisdiction (ETJ).
  - C. Update on the Community Development Block Grant (CDBG) for Deerfield Drive.
  - D. Update on Planning Activity of Annual Waste Connection Brush Pick-Up.

## REGULAR AGENDA

4. Proclamation by the City of Woodcreek, Texas, to Declare the Month of February, As "Black History Month". (Rasco)
5. Discussion of Remediation Necessity Regarding Driveway Approach Repairs For Woodcreek Residents, Post 2023 Woodcreek Roads Project. (Hambrick)
6. Discuss and Take Appropriate Action on "Keep Right" Signs Installed During the 2023 Road Improvement Work in Street Tree Islands. (Hines)
7. Discuss and Take Possible Action to Revise the Code Administrator Job Description, Adding Duties of "Planner 1", and Increasing Hours and Wages, Accordingly. (Rule)
8. Discuss and Take Possible Action on the Tree Board Request For \$1,000 to Purchase and Plant A Desert Willow Tree at Augusta Park. (Richardson)



**REGULAR AGENDA (Cont'd.)**

- 9. Discuss and Take Possible Action on the Tree Board Request for City Council to Provide \$1500 to the Tree Fund to Purchase/Replace/Plant a Tree at 50 Brookmeadow. *(Richardson)*
- 10. Discuss and Take Possible Action on Changes to Title III ("Administration"), Chapter 30 ("Officials, Employees, and Organizations"), Platinum Panel. *(Hines)*
- 11. Discuss and Take Possible Action on Amending Sections of Title III ("Administration"), Chapter 30 ("Officials, Employees and Organizations"), "Planning and Zoning Commission". *(Grummert)*
- 12. Discuss and Take Possible Action on the Procurement of a Contract for an ADA Compliant Portable or Mobile Toilet for Creekside Park. *(Hines)*
- 13. Discuss and Take Possible Action on the Installation of a Permanent Bathroom at Creekside Park. *(Hines)*

**ANNOUNCEMENTS**

**ADJOURN**

**POSTING CERTIFICATION**

I certify that the above notice was posted on the **19th day of January, 2024 at 3:00PM**

By: 

**Suzanne J. MacKenzie, City Secretary**

**CITY COUNCIL MEETING (CITY HALL)**  
**January 10, 2024; 6:30 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Mayor Rasco Called the Meeting to Order at 6:30P.

**MOMENT OF SILENCE**

**PLEDGES**

**ROLL CALL and ESTABLISH QUORUM**

PRESENT

Mayor Jeff Rasco  
Council Member Linnea R. Bailey  
Council Member Chrys Grummert  
Council Member Bob Hambrick  
Council Member Debra Hines  
Council Member Krista Richardson

STAFF PRESENT

City Manager, Kevin Rule  
City Secretary, Suzanne Mac Kenzie  
City Attorney, Charles Zech - A representative of Denton, Navarro, Rocha, Bernal & Zech P.C.

**PUBLIC COMMENTS**

Public Comments were offered by Mrs. Tuormo and Mrs. Weaver.

**CONSENT AGENDA**

1. **Approval of Regular Meeting Minutes From December 13, 2023.**
2. **Approval of the 2024 City Council Meeting Calendar. (Rule)**
3. **Discuss and Take Appropriate Action To Adopt Resolution 2024-01-10-02, Updating the Signatories at Texas Regional Bank To Reflect the Names of City Manager Kevin Rule, Mayor Jeff Rasco and Mayor Pro Tem Debra Hines. (Rule)**
4. **Discuss and Take Appropriate Action To Adopt Resolution 2024-01-10-03, Confirming A Review of the Investment Policy and Strategies of the City. (Rule)**
5. **Discuss and Take Appropriate Action To Approve Ordinance 2024-01-10-02, Amending the City Code of Ordinances, Sections 151.07, 156.063, 156.064 and 156.102, Removing the Masonry Building Requirements and Related Changes. (Rule)**

Motion was made by Mayor Pro Tem Hines to approve the Consent Agenda, items one(1) through five(5). Motion was seconded by Council Member Hambrick.

A roll call vote was held.

Voting Yea:

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson

Motion Passed: 5-0-0.

## REPORTS FROM OFFICERS AND COUNCIL LIAISONS

*Report by City Manager.*

- **2023 Year End Review of City Staff Business**

- a. Winter Storm Mara
- b. Financial Statements
- c. 2023 Roads Project – History
- d. CDBG Status for Deerfield Drive
- e. City-Wide Garage Sale
- f. City-Wide Bulk Pick-Up (2)
- g. Passed A Balance Budget
- h. P.O.S.A.C. Grant – History
- i. Aqua Franchise Agreement
- j. City hired a new Attorney and a new City Engineer
- k. City increased its presence on Social Media through FaceBook, NextDoor and City Communications via text and emails to residents.

**REPORT OF SPECIAL (Select or Ad Hoc) COMMITTEES** - None

**SPECIAL ORDERS** - None

**UNFINISHED BUSINESS AND GENERAL ORDERS** – None

## NEW BUSINESS

6. **Discuss and Take Appropriate Action To Direct City Staff To Enter Into A Service Agreement with Freeland Turk Engineering Group For City Engineering Services For The City of Woodcreek.** (Rule)

Motion was made by Council Member Grummert to direct City Staff to enter into a service agreement with Freeland Turk Engineering Group for City Engineering Services for the City of Woodcreek. Motion was seconded by Council Member Bailey.

A roll call vote was held.

Voting Yea:

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson

Motion Passed: 5-0-0.

7. **Discuss and Take Appropriate Action To Request Council Members Make Full-Term, Full-Member Nominations (New or Re-Appointment) To Fill Seats on Advisory Boards, As Listed. (Rule)**

**Ordinance Review Committee:**

Motion was made by Mayor Pro Tem Hines to appoint Mr. Tinstman to ORC, with the understanding that he is onboard with, with her primary choice for him would be the Platinum Panel. Motion was seconded by Council Member Grummert.

A roll call vote was held.

**Voting Yea:**

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson

Motion Passed: 5-0-0.

**Parks and Recreation Board:**

Motion was made by Mayor Pro Tem Hines to appoint as a Full Member Elizabeth Maurer. Motion was seconded by Council Member Grummert.

Motion was made by Council Member Richardson to appoint Becky Denton as a Full Member. Motion was seconded by Council Member Grummert.

A roll call vote was held on both motions.

**Voting Yea:**

Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

**Planning and Zoning Commission:**

Recommendation was made by Mayor Rasco to nominate Carson Bledsoe to Full Position.

Motion was seconded by Mayor Pro Tem Hines.

A roll call vote was held.

**Voting Yea:**

Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick

Motion Passed: 5-0-0.

**Platinum Roads Panel:**

Motion was made by Mayor Pro Tem Hines to nominate Mr. Tinstman to the Platinum Roads Panel this evening. Motion was seconded by Council Member Grummert.

A roll call vote was held.

**Voting Yea:**

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson

Motion Passed: 5-0-0.

Motion was made by Council Member Richardson to appoint Craig Biggs as a Full Member of the Platinum Roads Panel. Motion was seconded by Council Member Grummert.

A roll call vote was held.

**Voting Yea:**

Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines

Motion Passed: 5-0-0.

**Tree Board:**

Motion was made by Mayor Pro Tem Hines to nominate Jacob McElroy to the Tree Board. Motion was seconded by Council Member Richardson.

A roll call vote was held.

**Voting Yea:**

Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey

Motion Passed: 5-0-0.

Motion was made by Council Member Richardson to re-appoint Iris Ramos as a Full Member of the Tree Board. Motion was seconded by Council Member Grummert.

A roll call vote was held.

**Voting Yea:**

Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

Motion was made by Council Member Grummert to recommend Cheryl Mills to full voting member of the Tree Board. Motion was seconded by Council Member Richardson.

A roll call vote was held.

Voting Yea:

Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick

Motion Passed: 5-0-0.

**8. Discuss and Take Appropriate Action To Request The Mayor Make Full-Term, Alternate-Member Nominations (New or Re-Appointment) To Fill Seats on Advisory Boards, As Listed. (Rule)**

Recommendation was made by Mayor Rasco to nominate Pat Rawlings and Monica Rasco to serve as alternate on the Parks and Recreation Board.

Motion was seconded by Council Member Grummert.

A roll call vote was held.

Voting Yea:

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson

Recommendation was made by Mayor Rasco to nominate Jake Buckner as an alternate member.

Motion was seconded by Council Member Grummert.

A roll call vote was held.

Voting Yea:

Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines

Motion Passed: 5-0-0.

**9. Discuss and Take Appropriate Action To Adopt Resolution 2024-01-10-01, Updating Council Meeting Rules of Procedure. (Rule)**

**\*\* 7:35P – 8:24P: Discussion was held on this agenda item.**

**MAIN MOTION:**

Motion was made by Council Member Grummert to adopt Resolution 2024-01-10-01, Council Meeting Rules of Procedure. Motion was seconded by Council Member Bailey.



**FIRST AMENDED MOTION:**

An amended motion was made by Council Member Grummert to strike Resolution 2024-01-10-01, Council Meeting Rules of Procedure the following under Rule 1, Meetings, Regular and Special, Section C: “no more than two(2)” and “per Council Member, subject to the Mayor’s discretion”. Motion was seconded by Mayor Pro Tem Hines.

A roll call vote was held on the FIRST AMENDED MOTION.

**Voting Yea:**

Council Member Richardson, Mayor Pro Tem Hines, Council Member Grummert

**Voting Nay:**

Council Member Hambrick, Council Member Bailey

Motion Passed: 3-2-0

**SECOND AMENDED MOTION:**

An amended motion was made by Council Member Grummert to amend Resolution 2024-01-10-01, by striking Rule 1 Meetings, Regular and Special, Section D, in its entirety. Motion was seconded by Mayor Pro Tem Hines.

**AMENDMENT to SECOND AMENDED MOTION:**

An amendment to the second amended motion was made by Mayor Pro Tem Hines rather than striking, Rule 1, Item D to change the wording to state at the three-hour mark, the mayor may request that the meeting be brought to a conclusion. Motion was seconded by Council Member Grummert.

A roll call vote was held on the AMENDMENT to the SECOND AMENDED MOTION.

**Voting Yea:**

Mayor Pro Tem Hines, Council Member Bailey Council Member Grummert, Council Member Richardson

**Voting Nay:**

Council Member Hambrick

Motion Passed: 4-1-0

A roll call vote was held on the SECOND AMENDED MOTION.

**Voting Yea:**

Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert

**Voting Nay:**

Council Member Hambrick

Motion Passed: 4-1-0

**THIRD AMENDED MOTION:**

An amended motion was made by Council Member Grummert to strike “second Friday” and replace it with “Monday, the week” in the first paragraph under Rule 5 Procedure for Submitting Agenda Items. Motion was seconded by Mayor Pro Tem Hines, by speaking.

A roll call vote was held on the THIRD AMENDED MOTION.

Voting Yea:

Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey,  
Council Member Grummert

Voting Nay:

Council Member Hambrick

Motion Passed: 4-1-0

A roll call vote was held on the MAIN MOTION.

Voting Yea:

Council Member Grummert, Council Member Richardson, Mayor Pro Tem Hines, Council  
Member Bailey

Voting Nay:

Council Member Hambrick

Motion Passed: 4-1-0

10. **Discuss and Take Appropriate Action To Approve Ordinance 2024-01-10-03, Amending the City of Woodcreek Code of Ordinances at Title IX (“General Regulations”), Chapter 93 (“Fire Prevention and Protection”), Providing For the Prohibition of Open Burning, with Exceptions. (Rule)**

Motion was made by Council Member Grummert to approve Ordinance 2024-01-10-03, Amending the City of Woodcreek Code of Ordinances at Title IX (“General Regulations”), Chapter 93 (“Fire Prevention and Protection”), Providing For the Prohibition of Open Burning, with Exceptions. Motion was seconded by Council Member Hambrick.

A roll call vote was held.

Voting Yea:

Council Member Grummert, Council Member Richardson, Mayor Pro Tem Hines, Council  
Member Bailey

Voting Nay:

Council Member Hambrick

Motion Passed: 4-1-0.

11. **Discuss and Take Appropriate Action To Approve Ordinance 2024-01-10-04, Amending the City of Woodcreek Code of Ordinances at Title IX (“General Regulations”), Chapter 94 (“Fireworks”), Providing For the Prohibition of Fireworks.** (Rule)

Motion was made by Council Member Hambrick to adopt Ordinance 2024-01-10-04, amending the City of Woodcreek Code of Ordinances at Title IX (“General Regulations”), Chapter 94 (“Fireworks”), Providing For the Prohibition of Fireworks. Motion was seconded by Council Member Richardson.

A roll call vote was held.

Voting Yea:

Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

12. **Discuss and Reconsider Taking Possible Action on Edits to Chapter 30 "the Ordinance Review Committee Ordinance".** (Grummert)

No official action was taken on this agenda item.

13. **Discuss and Take Possible Action to Reconsider Amending the Ordinance for the Ordinance Review Committee.** (Grummert)

**\*\* 8:34P – 8:55P: Discussion was held on this agenda item.**

**MAIN MOTION:**

Motion was made by Council Member Grummert to adopt Ordinance 2024-01-10-01 regarding amending Chapter 30, Ordinance Review Committee, as seen in the handout. Motion was seconded by Mayor Pro Tem Hines.

**FIRST AMENDED MOTION:**

An amended motion was made by Council Member Grummert to amend Section 30.76 Open Meetings Act, by striking the word “shall” and replacing it with the word “will” in the first paragraph, which happens twice. Motion was seconded by Council Member Richardson.

A roll call vote was held on the FIRST AMENDED MOTION.

Voting Yea:

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson

Motion Passed: 5-0-0.

**SECOND AMENDED MOTION:**

A second amended motion was made by Mayor Pro Tem Hines to amend line 61 from “shall” to “may”. Motion was seconded by Council Member Hambrick..

A roll call vote was held on the SECONDED AMENDED MOTION.

**Voting Yea:**

Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines

Motion Passed: 5-0-0.

A roll call vote was held on the MAIN MOTION.

**Voting Yea:**

Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick

Motion Passed: 5-0-0.

**ANNOUNCEMENTS**

1. Reminder of the upcoming Winter Weather Event
2. Council Retreat on January 29, 2024

**ADJOURN**

Mayor Rasco Adjourned the Meeting at 8:57P.

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***Jeff Rasco, Mayor***

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***Suzanne MacKenzie, City Secretary***

# Council Meeting Agenda Item Cover Sheet

Item 2.

**AGENDA ITEM SUBJECT/ TITLE:**

Report By Tree Board Liaison

**AGENDA ITEM SUMMARY:**

A. The Tree Board denied a tree variance application submitted by Mr. Gambino.

B. Tree Board is looking to celebrate the next Arbor Day on Saturday, April 27th.

C. We are having training in March to learn the tree survey software. The tree survey will be completed by the board in March and April. That information will then be used to help guide our upcoming Tree Care & Management Plan.

**RECOMMENDATION:**

None

**FINANCIAL IMPACT:**

0

**SUBMITTED BY:**

Krista Richardson

**AGENDA TYPE:**

Report From City Body Liaison or Staff

**COMPLETION DATE:**

1/11/2024 2:10:10 PM

**MS FORM ID:**

5

# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Municipal Court status

**AGENDA ITEM SUMMARY:**

We have for some time spoken of the importance of a municipal court. Ordinances are not enforceable without that arm of our government. I would like to hear (on the record) any progress regarding in regard to forming our municipal court.

**RECOMMENDATION:**

City Manager Rule bring bring the Council and by extension the City up to date regarding the formation of a municipal court for the City of Woodcreek.

**FINANCIAL IMPACT:**

A minimum of \$1,000 per month.

**SUBMITTED BY:**

Bob Hambrick

**AGENDA TYPE:**

Report From City Body Liaison or Staff

**COMPLETION DATE:**

1/12/2024 12:14:03 PM

**MS FORM ID:**

11



# Proclamation

by <sup>The City of</sup> Woodcreek

**WHEREAS:** Noted historian, Dr. Carter G. Woodson, announced the second week of February as "Negro History Week" in 1926 in order to increase public awareness and appreciation of the important role that African-Americans have played in shaping America's history; and

**WHEREAS:** The United States government officially recognized Negro History Week in 1976 as part of the U.S. Bicentennial, expanding it to Black History Month; and

**WHEREAS:** America is a melting pot of cultures and ethnicities; all part of the "Land of the Free." Black History Month fosters cultural awareness and understanding, while encouraging education about contributions made by Americans of color; and

**WHEREAS:** The omission of much of the history and contributions of African-Americans from textbooks and other literature has impeded awareness and appreciation; and

**WHEREAS:** The celebrations of African-Americans have been vital to the growth and development of these United States.

**NOW, THEREFORE I,** Jeff Rasco, by virtue of the authority vested in me as Mayor of the City of Woodcreek, do hereby proclaim the Month of February, 2024, as

**BLACK HISTORY MONTH**

within the City of Woodcreek and encourage the local citizenry to participate in activities that foster awareness and appreciation of African-Americans' contributions to shaping the History of America.

**IN WITNESS WHEREOF,** we hereunto affix the seal of the City of Woodcreek this the 24th day of January, 2024.

Place

City of Woodcreek

Seal HERE

\_\_\_\_\_  
Jeff Rasco, Mayor

\_\_\_\_\_  
CITY CLERK

# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Remediation after paving

EDITED, 01/17/24 11A, with CM:

Discussion of Remediation Necessity Regarding Driveway Approach Repairs For Woodcreek Residents, Post 2023 Woodcreek Roads Project

**AGENDA ITEM SUMMARY:**

Discuss and take appropriate action/determine the driveway margins/approaches in the cith which need remediation.

**RECOMMENDATION:**

That council consider those driveway margins (not entire approaches) that have been adversely affected by the recent paving project, and steps the city can take to correct the drainage problems created by milling and repaving of specific locations within

**FINANCIAL IMPACT:**

To be determined

**SUBMITTED BY:**

Bob Hambrick

**AGENDA TYPE:**

New Business

EDITED, 01/17/24 11A, with CM:

Unfinished Business

**COMPLETION DATE:**

1/12/2024 12:03:34 PM

**MS FORM ID:**

10

# Previous Roads Project – Woodcreek Overlay

## 14 Woodcreek Drive

**Existing Asphalt Driveway Approach / Apron  
to Concrete Driveway**  
was not repaved during or after the Road Project  
*(age of the apron is older than Woodcreek Drive)*



***NOT PICTURED***, but also missing Driveway Approach is **92 Woodcreek Drive**.



# Previous Roads Project – Woodcreek Overlay

Item 5.

## 63 Woodcreek Drive Road Asphalt Inconsistencies





# **Woodcreek Homes With**

**“LONG DRIVEWAYS” =  
Extend Past Edge of Main Road**

**“SHORT DRIVEWAYS” =  
Existing Driveway Does Not Meet  
Main Street Edge**

**“LONG DRIVEWAY”** Example:

29 Brookmeadow Drive





Other “Long Driveways”:  
(List is not all-inclusive)

159 Augusta Drive

151 Augusta Drive

144 Augusta Drive

38 Brookmeadow Drive

35 Brookmeadow Drive

4 Brookmeadow Drive

3 Brookmeadow Drive

Units C / D / E

15 Palmer Lane

17 Palmer Lane

# “SHORT DRIVEWAYS”

28 Champions Circle – Before



28 Champions Circle – After





### 3 and 5 Spalding Circle – Before

(3 is the closer driveway)



### 3 and 5 Spalding Circle – After

(3 is the further driveway)





41 Palmer Lane – Before



41 Palmer Lane – After





46 Palmer Lane – Before



46 Palmer Lane – After





25 Palmer Lane – Before



25 Palmer Lane – After





31 and 29 Palmer Lane – Before

31 and 29 Palmer Lane – After



27 Palmer Lane – Before

27 Palmer Lane – After





63 Champions Circle – Before



63 Champions Circle – After





6 Canyon Creek / 8 Canyon Creek  
and 10 Canyon Creek - Before



6 Canyon Creek / 8 Canyon Creek  
and 10 Canyon Creek - After





1 Woodview Court - Before



1 Woodview Court - After





# 1 Woodview Court (Off of Canyon Creek Drive) – Before



# 1 Woodview Court (Off of Canyon Creek Drive) – After





41 Canyon Creek Drive - Before



41 Canyon Creek Drive - After





12 and 14 Tremont Trace - Before



12 and 14 Tremont Trace - After





# 153 Champions Circle (off of Tremont Trace) - Before

Pictures of Each End of A Cul-de-Sac Driveway





153 Champions Circle (off of Tremont Trace)  
- After





16 Westwood Drive – Before



16 Westwood Drive – After





20 Westwood Drive – After



12 Pebblebrook Lane – After



# **Woodcreek Roads With Homes**

**Missing, Gravel or Asphalt  
Driveway Approaches**



17 Champions Circle - Before



39 Champions Circle - Before





57 Champions Circle - Before



8 Palmer Lane - Before





4 Woodview Court - After



6 Woodview Court - After





# 8 Woodview Court - After





4 Tremont Trace – Before  
*(Asphalt Driveway & Approach)*



4 Tremont Trace – After  
*(Asphalt Driveway & Approach)*





20 Tremont Trace – Before



20 Tremont Trace – After





17 Tremont Trace – Before



17 Tremont Trace – After





157 Champions Circle – Before



157 Champions Circle – After





155 Champions Circle – Before



155 Champions Circle – After





19 Pebblebrook Lane - After



5 Stonehouse Circle - After





105 Augusta Drive – After



100 Augusta Drive - After





58 Augusta Drive – After



117 Augusta Lane – After





116 Augusta Lane – After



73 Augusta Drive (Off BrookMeadow) – After





30 Shady Grove Lane – After



29 Shady Grove Lane – After





23 Shady Grove Lane – After



1 Brookside Drive – After





8 Brookside Drive – After



31 Brookmeadow Drive – After





19 Brookmeadow Drive – After



19 Brookmeadow Drive – After





20 Brookmeadow Drive – After



18 Brookmeadow Drive – After





17 Brookmeadow Drive – After



16 Brookmeadow Drive – After





6 Elmbrook Drive – After



6 Stonehouse Circle – After





53 Pebblebrook Lane – After



24 Pebblebrook Lane – After





1 Pebblebrook Lane – After



8 Woodview Court – After





5 Woodview Court – After



3 Canyon Circle – After





**Woodcreek Roads**  
**With**  
**Road Inconsistencies,**  
**Messy Lines at Driveway,**  
**Multiple Layers of Asphalt on**  
**Driveways**  
*(Mostly Previous Roadwork)*

**OR**

**Cracked Driveways**  
*(Not all-inclusive list)*



# 185 Augusta Drive – After





# 180 Augusta Drive – After





# 183 Augusta Drive – After





# 175 Augusta Drive – After





# 173 Augusta Drive – After





# 165 Augusta Drive – After





# 162 Augusta Drive – After





# 145 Augusta Drive – After





# 143 Augusta Drive – After





# 143 Augusta Drive – After





# 133 Augusta Drive - After





# 130 Augusta Drive - After





# 125 Augusta Drive – After





# 119 Augusta Drive - After





95 Augusta – After (3 driveways ttl: 2 gravel, 1 concrete)





# 89 Augusta Drive - After





# 20 Shady Grove Lane (Off BrookMeadow Drive) - After





# 20 Shady Grove Lane – After





# 25 Shady Grove Lane – After





# 15 Brookside Drive – After





# 41 Brookmeadow Drive – After





# 7 Elmbrook Drive – After





# 2 Brookmeadow Drive – After





# 17 Par View Drive – After





# 25 Par View Drive – After





# 10 Par View Drive – After





# 11 Woodcreek Drive (Off Par View Drive) - After





### 3 Stonehouse Circle – After





# 25 Stonehouse Circle – After





# 24 Stonehouse Circle – After





# 8 Stonehouse Circle – After





# 18 Country Lane – After





# 15 Country Lane – After





# 16 Country Lane – After





# 13 Country Lane – After





# 14 Country Lane – After





# 9 Country Lane – After





# 6 Doolittle Drive – After





# 5 Doolittle Drive – After





# 33 Doolittle Drive – After





# 41 Doolittle Drive – After





# 49 Doolittle Drive – After





# 34 Brookhollow Drive (Off of Par Circle) – After





# 4 Overbrook Court – After





7 Overbrook Court (2 driveways, 1 pic) – After





# 5 Overbrook Court – After





### 3 Overbrook Court – After





# 51 Pebblebrook Lane – After





# 52 Pebblebrook Lane – After





# 28 Westwood Drive (Off of Pebblebrook Lane)— After





# 45 Pebblebrook Lane – After





# 27 Westwood Drive (Off of Pebblebrook Lane)— After





# 41 Pebblebrook Lane – After





# 40 Pebblebrook Lane – After





# 26 Pebblebrook Lane – After





# 20 Pebblebrook Lane – After





# 21 Pebblebrook Lane – After





# 22 Pebblebrook Lane – After





# 17 Pebblebrook Lane – After





# 15 Pebblebrook Lane – After





# 13 Pebblebrook Lane – After





# 14 Pebblebrook Lane – After





# 12 Pebblebrook Lane – After





# 8 Pebblebrook Lane – After





# 4 Pebblebrook Lane – After





# 19 Pebblebrook Lane – After





# 25 Westwood Drive – After





23 Westwood Drive – After





# 15 Westwood Drive – After





# 11 Tremont Trace – After





# 9 Tremont Trace – After





6 Champions Court – After (1 of 2 pics)





6 Champions Court – After (2 of 2 pics) –  
*No change to road edge.*





# 7 Champions Court – After





# 106 Champions Circle – After





# 98 Champions Circle – After





# 18 Champions Circle – After





# 7 Champions Circle – After





# 2 Canyon Creek Drive - After





# 6 Woodview Court – After





# 12 Canyon Creek – After





# 4 Palmer Lane – After





6 Palmer Lane – After





# 13 Palmer Lane – After





# 12 Palmer Lane – After





# 65 Champions Circle – After





# 67 Champions Circle – After





# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Discuss and Take Appropriate Action on "Keep Right" Signs Installed During the 2023 Road Improvement Work in Street Tree Islands

**AGENDA ITEM SUMMARY:**

In December, Council discussed a possible consideration for a strategic removal of some of the "Keep Right" signs installed on Street Tree Islands that may pose a hazard for individuals exiting their driveways.

A citizen complaint exists for at least one of these signs.

A review was conducted by Mayor Pro Tem Hines with results in the attached supporting document.

**RECOMMENDATION:**

Recommend that Council remove the sign for which there is a complaint and place reflective tape on the poll on any and all others that are located directly at the entrance to resident driveways and may pose a hazard to vehicles exiting said driveways.

**FINANCIAL IMPACT:**

Dependent on Council direction - Cost of removal of a single sign estimated at \$100.

**SUBMITTED BY:**

Debra Hines

**AGENDA TYPE:**

New Business

**COMPLETION DATE:**

1/12/2024 10:38:40 AM

**MS FORM ID:**

8

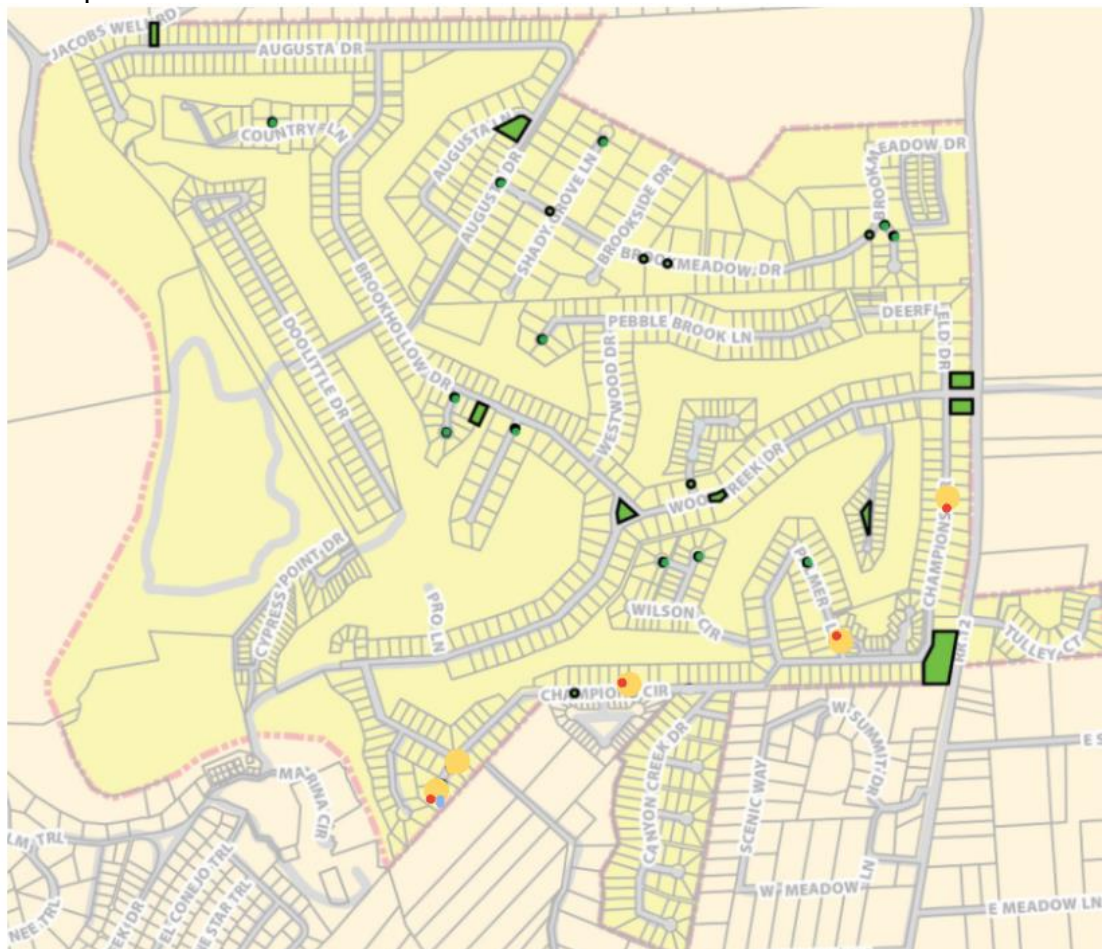


## Keep Right Signs at Street Trees Informal Review

Keep Right signs are lacking on the island on Woodcreek Drive.  
Keep Rights signs are missing or in disrepair on the island at Par View.

Report on newly added Keep Right signs on all other Street Tree Islands because of the 2023 Road Improvements:

- 1) Only 4 signs were identified as a possible hazard (see yellow dots for location and red indicates which side the sign could be considered an issue).
- 2) Factors used to determine a possible hazard:
  - a) proximity to a driveway and positioning in relation to said driveway
  - b) ability to fully turn around in any cul-de-sac
- 3) On the sign marked with a blue dot on Champion Court, a resident has already installed reflective tape.





# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Discuss and Take action to Revise the Job Description of Code Administrator to Add Duties of Planner 1 and Increase Hours Wages According.

**AGENDA ITEM SUMMARY:**

Mr. Jim Burton has done an outstanding job as Code Administrator and has also taken the lead in all City permits, inspections and development. Mr. Burton was originally hired with the intent to only be responsible for Code Administration but since has taken on additional duties. The job description presented includes job duties for a Planner 1 position. In addition, to the Planner 1 duties it is also recommended that pay be increased from \$20 per hour to \$25 per hour with a beginning date of January 1, 2024.

**RECOMMENDATION:**

Approve the amended job description for the Code Administrator/Planner 1 and increase the hourly wage to \$25 starting January 1, 2024.

**FINANCIAL IMPACT:**

An additional \$7,800 annual expense for the position based on 30 hours per week for the part time contract position.

**SUBMITTED BY:**

Kevin Rule

**AGENDA TYPE:**

New Business

**COMPLETION DATE:**

1/16/2024 2:30:28 PM

**MS FORM ID:**

12





## **Job Description**

### ***Code Administrator/Planner 1***

Part Time Contract  
Pay Range \$20-\$30 per hour

Code Administrator performs a variety of technical functions in support of the City's local code enforcement program, including but not limited to monitoring and enforcing a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, and other matters of public concern. This position is a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions. Work is performed with considerable independence with established laws, codes, ordinances, and technical guidelines, and is reviewed by the City Manager.

Planner I provides case management for a wide range of planning applications including zoning, variances, site development plans, and other related permits. The Planner 1 performs research and analysis of applicable local, state, and federal ordinances, and laws. The Planner 1 also provides customer service to a variety of customers including residents of the City, property owners, developers, real estate professionals, and others.

#### Essential Duties and Responsibilities

- Performs a variety of field and office work in support of the City's local code enforcement program; enforces compliance with City regulations and ordinances, including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, and other matters of public concern.
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interviews complainants and witnesses; conducts investigations and provides recommendations for resolution.
- Conducts field investigations, inspects properties for violations; attempts to make contact at the residence or business to resolve violations and issues; posts warning notices, corrective notices, orders to comply, and related documentation for code violations; schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions to ensure compliance with appropriate codes and ordinances; issues notice of violation as necessary.
- Consult with property owners to show where violations are present and enforce compliance.
- May assist in researching, drafting, and rewriting municipal codes; participate in developing forms and processes to address various issues.
- Performs such other related duties as may be assigned.



- Conducts review of various development applications including plats, permits, site plans, and rezoning.
- Administers and enforces zoning and planning regulations and ordinances.
- Works with the public and developers in answering questions and providing information.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Knowledge of pertinent federal, state, and local laws, rules, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, animal control, and related areas
- Procedures involved in the enforcement of codes and regulations.

#### **Skills in:**

- Communicating clearly and effectively, both orally and in writing
- Interpreting and applying City policies, procedures, and regulations
- Methods and techniques of conflict resolution
- Research, collection, and interpretation of data

#### **Ability to:**

- Perform duties under minimal supervision.
- Perform municipal code administration duties and responsibilities; interpret, explain, and enforce applicable codes, ordinances, and regulations related to zoning, nuisance abatement, building, and other health and safety issues.
- Inspect and identify violations of applicable codes and ordinances.
- Investigate complaints and mediate resolutions in a timely and courteous manner.
- Prepare accurate and detailed documentation of investigation findings.
- Analyze complex situations, problems, and data, and use sound judgment in drawing conclusions and making decisions.
- Comprehend and articulate complex facts and relationships in detail and summarize and write clearly, concisely, and legibly.
- Maintain complex files and records.
- Learn new skills and techniques.
- Must be able to keep sensitive information confidential.
- Identify and respond to community and City Council issues, concerns, and needs.
- Establish and maintain effective working relationships with City staff and officials, other government officials, community groups, and the general public.
- Interpret building plans, sketches, specifications, and drawings.



**ENVIRONMENTAL FACTORS AND SAFETY HAZARDS**

Primarily in an outdoor environment with the ability to operate indoors when needed. May be exposed to extreme heat and cold during summer and winter months.

**TOOLS AND EQUIPMENT USED**

Uses standard office equipment, including multi-line telephone, computer, fax machine, document shredder, copier, scanner, printer, etc.

**PREFERRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

- High school diploma or equivalent.



# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Discuss and Take Possible Action on the Tree Board Request For \$1,000 to Purchase and Plant A Desert Willow Tree at Augusta Park.

**AGENDA ITEM SUMMARY:**

Discuss and Take Possible Action on the Tree Board Request For \$1,000 to Purchase and Plant A Desert Willow Tree at Augusta Park.

**RECOMMENDATION:**

Recommend Approval of the Tree Board Request of \$1,000 To Purchase and Plant A Desert Willow Tree, Taking the Funds From The Tree Fund.

**FINANCIAL IMPACT:**

1,000

**SUBMITTED BY:**

Krista Richardson

**AGENDA TYPE:**

New Business

**COMPLETION DATE:**

1/11/2024 12:58:10 PM

**MS FORM ID:**

3



# The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

**Item to Forward to City Council: (Select one box)**

- Report / Recommendation to Council
- Request for Item to be Considered by Council

**Advisory Group Sending Report/Recommendation or Request to City Council: (Select one box)**

- Comprehensive Plan Advisory Work Group
- Hotel Occupancy Tax (H.O.T.) Committee
- Ordinance Review Committee
- Parks and Recreation Board
- Planning and Zoning Commission
- Platinum Roads Panel
- Tree Board
- Other: \_\_\_\_\_

Dec 11, 2023

**Meeting Date Advisory Group Voted to Reach Out to Council:** \_\_\_\_\_

**Subject of Report/Recommendation OR Request for Item to be Considered:**

Listed as It #6 on the Tree Board Agenda for Dec. 11, 2023: Request to procure \$1000 from Tree Fund to purchase tree for Augusta Park.

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~ FOR CITY HALL STAFF USE ONLY ~	
Date Original Received at City Hall:	7/21/24
Received by (City Staff Member- PRINT):	KEVIN RICE
Date Reviewed/Signed by City Manager:	11/21/24
Date of Next City Council Meeting:	8-24-24



**SUMMARY / HISTORY**

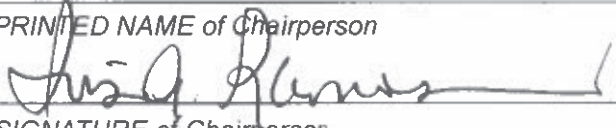
Tree Board would like to procure \$1000 to purchase and install a tree in reforestation efforts in City of Woodcreek public parks. This effort will begin with Augusta Park, on Augusta Drive.

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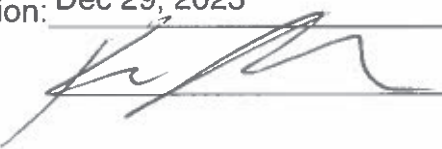
**RECOMMENDATION:**

Tree Board approved a motion to procure these funds.

Submitted by: Iris A Ramos  
PRINTED NAME of Chairperson

Submitted by:   
SIGNATURE of Chairperson

Date of Submission: Dec 29, 2023

City Manager:   
(Signature)



# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Discuss and Take Possible Action on the Tree Board Request for City Council to Provide \$1500 to the Tree Fund to Purchase/Replace/Plant a Tree at 50 Brookmeadow.

**AGENDA ITEM SUMMARY:**

Discuss and Take Possible Action on the Tree Board Request for City Council to Provide \$1500 to the Tree Fund to Purchase/Replace/Plant a Tree at 50 Brookmeadow.

**RECOMMENDATION:**

Recommend Approval of the Tree Boards Request of \$1500 to Purchase/Replace/Plant a Tree at 50 Brookmeadow.

**FINANCIAL IMPACT:**

\$1500

**SUBMITTED BY:**

Krista Richardson

**AGENDA TYPE:**

New Business

**COMPLETION DATE:**

1/11/2024 1:20:16 PM

**MS FORM ID:**

4



# The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

Item 9.

**Item to Forward to City Council: (Select one box)**

- Report / Recommendation to Council       Request for Item to be Considered by Council

**Advisory Group Sending Report/Recommendation or Request to City Council: (Select one box)**

- Comprehensive Plan Advisory Work Group       Hotel Occupancy Tax (H.O.T.) Committee  
 Ordinance Review Committee       Parks and Recreation Board  
 Planning and Zoning Commission       Platinum Roads Panel  
 Tree Board       Other: \_\_\_\_\_

Dec 11, 2023

**Meeting Date Advisory Group Voted to Reach Out to Council:** \_\_\_\_\_

**Subject of Report/Recommendation OR Request for Item to be Considered:**

Item #5 on Tree Board Agenda, Dec 11, 2023:  
Request a Release of \$1000 from City of Woodcreek Tree funds for replacement of a public tree

**~ FOR CITY HALL STAFF USE ONLY ~**

Date Original Received at City Hall:	1/2/24
Received by (City Staff Member- PRINT):	KEVIN RILE
Date Reviewed/Signed by City Manager:	1/2/24
Date of Next City Council Meeting:	1-24-24



**SUMMARY / HISTORY**

A 35' live oak tree located at 50 BrookHollow was destroyed by Alpha Paving during the 2023 Woodcreek Roads Project. This is not a private property tree; it is a public, right of way tree. Alpha Paving agreed to pay for the replacement and planting of a new tree. Tree Board is requesting funds for this tree to be pulled from the City of Woodcreek funds to replace this public tree in a Right of Way or park in the city.

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**RECOMMENDATION:**

Tree Board recommends that the City Council authorize the release of \$1000. to purchase, replace and plant a new tree on City property.

Submitted by: Iris A Ramos

\_\_\_\_\_  
*PRINTED NAME of Chairperson*

Submitted by: 

\_\_\_\_\_  
*SIGNATURE of Chairperson*

Date of Submission: Dec 29, 2023

City Manager:   
*(Signature)*



# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Discuss and Take Possible Action on Changes to Title III ("Administration"), Chapter 30 ("Officials, Employees, and Organizations"), Platinum Panel

**AGENDA ITEM SUMMARY:**

The Platinum Panel was originally formed as part of the Bond process and has completed their primary task. However, additional items remain to address issues regarding mobility, road maintenance, infrastructure improvements, and drainage. Thus, the Council should consider a restructuring of the Panel's ordinance to expand upon their scope of work.

**RECOMMENDATION:****FINANCIAL IMPACT:**

codification and legal review fees

**SUBMITTED BY:**

Debra Hines

**AGENDA TYPE:**

New Business

**COMPLETION DATE:**

1/12/2024 9:44:13 AM

**MS FORM ID:**

6



**DRAFT**  
**REPEAL AND REPLACE**  
**TITLE III - (ADMINISTRATION), CHAPTER 30 - (OFFICIALS, EMPLOYEES, AND ORGANIZATIONS), PLATINUM PANEL**

**§ 30.80 Popular Name**

This subchapter shall be commonly cited as the “INFRASTRUCTURE AND MOBILITY PANEL.”

**§ 30.81 Purpose**

- (A) The purpose of this subchapter is to create an Infrastructure and Mobility Panel which shall plan, create, review, and advise the City Council regarding the following areas:
- (1) a Road Maintenance plan to strategically outline a schedule for the funding and performance of regular road maintenance within the city limits of the City of Woodcreek.
  - (2) a Fiscal Capacity Plan to anticipate and plan for future improvements to existing and proposed infrastructure. This may include, but is not limited to, the following:
    - (a) acquisition of new land for the installation of additional parks, trails, and other public greenspaces;
    - (b) acquisition of new land for the construction of a community meeting space, expanding City Hall, or other such governmental properties; and
    - (c) physical improvements upon existing public lands such as parks, greenspace, and other government properties.
  - (3) a Drainage and Flooding Mitigation Plan which will include, but is not limited to the following:
    - (a) conduct a study to identify key projects,
    - (b) seek potentials for outside funding,
    - (c) create a plan of action listing a prioritization of proposed projects, and
    - (d) advise council on solutions utilizing engineering input and feasibility analysis.
  - (4) a Pedestrian Mobility Plan to address ADA complaint pedestrian pathways to safely access parks and trails located within the city limits and the extraterritorial jurisdiction of the City of Woodcreek; and provide for an expansion of trails for the purpose of promoting an outdoor exercise loop. This may include but is not limited to the following:
    - (a) a feasibility study with cost analysis;
    - (b) professional survey and mapping;
    - (c) review of any bid packages and contracts related to the installation of such improvements.
  - (5) a Traffic Calming plan which shall include, but is not limited to, the following:
    - (a) make recommendations on changes to existing or the addition of signage, passive calming devices, and other infrastructure improvements throughout the city limits of the City of Woodcreek; and



- (b) a plan and budget for regular traffic patrols and reports including the monitoring traffic data from city owned electronic devices; and
- (c) may seek engineering judgement and/or review as needed.

(6) conduct a study, review, and report of additional mobility challenges and infrastructure improvement needs as they may arise.

- (B) The Infrastructure and Mobility Panel shall be viewed as an independent advisory body to the City Council and is hereby be given explicit permission to work directly with the City of Woodcreek's contracted city engineering firm through the City Manager to develop and review plans under their purview as stated in section 30.81 (A).
- (C) The Infrastructure and Mobility Panel shall conduct a biennial review of the plans under their purview as stated in section 30.81 (A) and provide regular reports to the City Council.
- (D) To conduct this work, the Infrastructure and Mobility Panel shall seek public input through surveys and town halls. Any public survey or Town Hall presentation generated shall be reviewed and must be approved by City Council.
- (E) The Infrastructure and Mobility Panel shall promote transparency in their process.

### **§ 30.82 Creation & Composition**

The Infrastructure and Mobility Panel is hereby created. The Infrastructure and Mobility Panel may consist of seven (7) members: five (5) regular members and two (2) alternate members. Each of Woodcreek's five (5) Councilmembers shall make one (1) regular member appointment to the Infrastructure and Mobility Panel. The Mayor will make two (2) alternate member appointments to the Infrastructure and Mobility Panel specifically a first and second alternate. All appointments shall be confirmed by a majority vote of the City Council. In the event any Councilmembers or the Mayor refuses or is unable to make an appointment, the vacancy may be filled by the majority vote of the remaining members of the City Council. No member of the Infrastructure and Mobility Panel may be a present member of the City Council.

### **§ 30.83 Terms, Resignation, Vacancy, & Removal**

- (A) The terms of each member (regular and alternate) of the Infrastructure and Mobility Panel shall coincide with the term of the Councilmember (including Mayor) who appointed the member and will expire upon the appointing Councilmember's term of office ending. This shall result in staggered two-year terms for Infrastructure and Mobility Panel members. One year, three newly elected members of Council shall make a recommendation for a regular member of the Infrastructure and Mobility Panel. The next year, the two newly elected members of Council shall make a recommendation for a regular member of the Infrastructure and Mobility Panel, and the newly elected Mayor shall make recommendation for two alternates.
- (B) Any member of the Infrastructure and Mobility Panel may resign by submitting written notice to the Chairperson of the Infrastructure and Mobility Panel. Resignation will be effective when received. Upon receipt of written notice of



- resignation, the Chairperson of the Infrastructure and Mobility Panel shall promptly send such resignation to the Mayor, the City Secretary and the panel liaison.
- (C) If a vacancy occurs on the Infrastructure and Mobility Panel, that vacancy shall be filled on a recommendation from the Councilmember who appointed the resigning member. Upon confirmation by a majority vote of Council, the newly appointed member shall fulfill the unexpired term of the Infrastructure and Mobility Panel seat.
  - (D) Members of the Infrastructure and Mobility Panel may be removed from the Infrastructure and Mobility Panel by a simple majority vote of the Councilmembers at a meeting of the Woodcreek City Council for which such a vote has been properly noticed. By a majority vote, the Infrastructure and Mobility Panel may make a recommendation to Council regarding removing a member of their panel.
  - (E) Members of the Infrastructure and Mobility Panel may remain on the panel, past their expired term, until their reappointment or replacement has been approved by Council, unless the panel member submits a letter of resignation.
  - (F) To be considered for appointment or reappointment to the Infrastructure and Mobility Panel, a Volunteer Application shall be filled out and submitted to the City Records Management Officer. City staff shall present all volunteer applications to Council for their consideration of panel appointments.
  - (G) There are no limits to the amount of terms members can serve on this panel.

### **§ 30.84 Duties & Meetings**

- (A) The Infrastructure and Mobility Panel shall meet to consider making recommendations on road maintenance, traffic, drainage, and funding sources related to all transportation, including alternative forms with the goal of creating a Master Transportation Plan for the Comprehensive Plan to establish a timeline and funding for regular road maintenance. To accomplish these tasks, the Infrastructure and Mobility Panel shall study, investigate, and develop a recommendation or plan to present to Council for approval. This may occur in stages and shall be completed in accordance with any deadlines established by the City Council. The Infrastructure and Mobility Panel should be prepared to provide monthly reports at regular City Council meetings.
- (B) The Infrastructure and Mobility Panel may meet at least once a month and may call additional monthly meetings at the discretion of the Chairperson of the panel. At minimum, there shall be two Infrastructure and Mobility Panel meetings a year.
- (C) Any recommendation of the Infrastructure and Mobility Panel shall result from a majority vote of the regular members of the Infrastructure and Mobility Panel. However, any recommendation of the Infrastructure and Mobility Panel is merely a recommendation and is not binding on the City Council. Any final decision on topics for which the panel has made a recommendation rest with the City Council.

### **§ 30.85 Chairpersons**



- (A) The Infrastructure and Mobility Panel shall choose its own Chairpersons from among its regular voting members. Chairpersons shall be elected for terms of one (1) year by majority vote of its membership present, including alternates. Chairpersons shall include the Chairperson and Vice-Chairperson. Chairpersons retain all rights given to regular voting members.
- (B) The Chairperson's sole duty shall be to preside over all meetings in accordance with any rules the Infrastructure and Mobility Panel may establish. The Chairperson may vote. If the Chairperson fails or refuses to act, the Vice-Chairperson shall perform the duties of the Chairperson. If the Chairperson and Vice-Chairperson are absent, any committee member may be appointed by the committee to preside over the meeting. The committee shall keep minutes of its proceedings. A majority of the regular members shall be a quorum for the transaction of business.

### **§ 30.86 Open Meetings Act**

The Infrastructure and Mobility Panel will comply with the provisions of Chapter 551, Texas Government Code, commonly called the Open Meetings Act, including posting notices and agendas. The Infrastructure and Mobility Panel agenda will have a Public Comments section allowing the public the right to speak.

City Staff shall post a notice of quorum for all meetings of the Infrastructure and Mobility Panel so that all members of the governing body may attend all meetings of the Infrastructure and Mobility Panel.



# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Discuss and Take Possible Action on Amending Sections of Title III, Chapter 30 "Planning and Zoning Commission

**AGENDA ITEM SUMMARY:**

This would be the first reading regarding possible amending of sections 30.38, 30.39, and 30.40 of Title III, Chapter 30 "Planning and Zoning Commission". These sections focus mainly on the operation and structure of P&Z, with the goal to bring further clarity regarding the expectations council has on such topics such as terms of office (ex. reducing a three year term to two years), etc

**RECOMMENDATION:**

Council should discuss possible edits/amendments to draft, and approve forwarding draft to the city attorney for review and final formatting to then be brought back before council for a final vote

**FINANCIAL IMPACT:**

cost of codification

**SUBMITTED BY:**

Chrys Grummert - Submitted Via Email

**AGENDA TYPE:**

New Business

**COMPLETION DATE:**

1/15/2024 9:49:00 AM

**MS FORM ID:**

13



# THE CITY OF WOODCREEK

## ORDINANCE NO. XXXX-XX-XX-XX

### AN ORDINANCE AMENDING THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE III (“ADMINISTRATION”), CHAPTER 30 (“PLANNING AND ZONING COMMISSION”); PROVIDING FOR AMENDMENTS TO THE OPERATION AND STRUCTURE OF THE PLANNING AND ZONING COMMISSION.

**WHEREAS** the City Council has previously created a Planning and Zoning Commission the purpose of which is to: (1) advise and make recommendations to the City Council on amendments to the municipal Comprehensive Plan, changes of zoning, zoning ordinance amendments and zoning to be given to newly annexed areas, and shall consider approval of plats of subdivisions as may be submitted to it for review and other planning related matters; (2) secure public input in this process; and (3) promote transparency in the process of amendments to the municipal Comprehensive Plan, changes of zoning, zoning ordinance amendments and zoning to be given to newly annexed areas, and shall consider approval of plats of subdivisions as may be submitted to it for review and other planning related matters; and

**WHEREAS**, the City Council of the City of Woodcreek finds it appropriate to approve certain amendments to the operation and structure of the Planning and Zoning Commission.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS:**

**SECTION I. CODE AMENDMENT:** The City Code of Ordinances Title III, Chapter 30, is hereby amended as follows with underlines being additions to the code and ~~strikethroughs~~ being deletions from the code:

#### **§ 30.38 CREATION; MEMBERSHIP; OFFICERS; RULES AND BYLAWS.**

(A) There is created, in accordance with Tex. Local Gov't. Code Ch. 211, the Planning and Zoning Commission, hereafter sometimes referred to as the "Commission", which shall consist of five ~~people~~ regular voting members ~~(and two alternates non-voting members) residing within the City limits.~~

(1) Exception: at a meeting where there are not enough regular members present to establish a quorum, an alternate(s) may act as a voting member. Those present committee members, including alternates, shall vote on the alternate(s) who will stand in as a voting member for that meeting.

(B) Commission members shall reside within the City Limits.

~~(B) Members and alternates shall be nominated by the Mayor and appointed by the City Council.~~



(C) Each of Woodcreek's five Councilmembers shall make one regular member appointment to the Planning and Zoning Commission. The Mayor will make two alternate member appointments to the Planning and Zoning Commission, specifically a first and second alternate. All appointments shall be confirmed by a majority vote of the City Council. In the event any Councilmembers or the Mayor fails or refuses to make an appointment, the vacancy may be filled by the majority vote of the remaining members of the City Council, in their stead.

(1) The terms of each member (regular and alternate) of the Planning and Zoning commission shall coincide with the term of the Council member (including Mayor) who appointed the member and will expire upon the appointing Council member's term of office ending. This shall result in staggered two year terms for Planning and Zoning commission members. One year, the three newly elected members of council shall make recommendation for a regular member of the Planning and Zoning commission. The next year, the two newly elected members of council shall make a recommendation for a regular member of the commission, and the newly elected Mayor shall make recommendation for two alternates.

(2) In order to be considered for appointment or reappointment to the Commission, a Volunteer Application shall be filled out and submitted to the City Records Management Officer. City staff shall present all volunteer applications to council for their consideration of commission appointments.

~~(C)~~(D) All appointments to the Commission shall serve as a member of the Commission for a term of office of ~~three~~ two years. Members may be reappointed with no limitation on the number of terms one may serve. When a term expires without request for renewal or resignation from the member, the City Council may, at its discretion, extend the member's term for a one-year period. Members may remain on the committee, past their expired term, until their reappointment or replacement has been approved by Council.

~~(D)~~ Any vacancy(s) on the Commission shall be filled via appointment by a simple majority vote of the City Council.

(E) Any member of the Commission may resign by submitting written notice to the Chairperson of the Commission. Resignation will be effective when received. Upon receipt of written notice of resignation, the Chairperson of the Commission shall promptly send such resignation to the Mayor, the City Secretary and the Commission liaison.

(F) If a vacancy occurs on the Planning and Zoning Commission, that vacancy shall be filled by a recommendation from the Council member who appointed the resigning member. Upon confirmation by a simple majority vote of council, the newly appointed member shall fulfill the unexpired term of that Planning and Zoning Commission seat.

~~(E)~~(G) Members of the Planning and Zoning Commission may be removed from office at any time by a simple majority vote of the full City Council either upon its own motion or upon recommendation of the Commission. Failure to attend three consecutive scheduled meetings shall be deemed as neglect and cause for removal from office, unless such absences were due to unusual circumstances beyond the member's control such as sickness of the member or someone within the member's immediate family, or if the Commission or Council approves the absence(s) as excused.



A vote to remove a Commission member shall be placed on the appropriate agenda as a regular item, and shall be voted upon accordingly.

~~(F)~~(H) The members of the Commission shall regularly attend meetings and public hearings of the Commission, shall serve without compensation and shall not hold any other office within, or serve as an employee of, the City while serving on the Commission. Appointments to non-voting commissions and/or boards seats (e.g., the Beautification Committee) shall be permitted. The Commission shall meet a minimum of twice per year at a time established by the City Council or the Planning and Zoning Chairperson. ~~If there have been no applications filed for review by the Commission, the City Secretary shall notify the Chairperson and no meeting shall be required.~~

~~(G)~~(I) The Commission shall elect a Chairperson and a Vice-Chairperson from among the ~~Commission membership, its regular voting members, and each officer shall hold office for a term of three years upon or until replaced by a two-thirds vote of the full Commission. The City Manager's/Administrator's designee shall serve as Secretary to the Commission, and shall keep minutes of all meetings held by the Commission as well as the full record of all recommendations made by the Commission to the City Council.~~

(1) Chairpersons shall be elected for terms of one year by simple majority vote of its membership present, (including alternates) or until replaced by a two-thirds vote of the full Commission. Chairpersons shall include Chairperson and Vice-Chairperson.

(2) The Chairperson's sole duty shall be to preside over all meetings in accordance with any rules the Commission may establish. If the Chairperson fails or refuses to act, the Vice-Chairperson shall perform the duties of the Chairperson. If the Chairperson and Vice-Chairperson are absent, any committee member may be appointed by the committee to preside over the meeting.

(3) Chairpersons retain all rights given to them as regular voting members.

~~(H)~~(J) The Commission shall have the power to make rules, regulations and bylaws for its own governance, which shall conform with those set forth by the City Council, and such rules, regulations and bylaws shall be subject to approval by the City Council. Such rules and bylaws shall include, among other items, provisions for the following:

- (1) Regular and special meetings, open to the public;
- (2) A record of its proceedings, to be open for inspection by the public;
- (3) Reporting to the City Council and the public, from time to time and annually; and
- (4) Reviewing the City's municipal Comprehensive Plan on a biennial basis.

(K) The City Manager's/Administrator's designee shall serve as Secretary to the Commission, and shall keep minutes of all meetings held by the Commission as well as the full record of all recommendations made by the Commission to the City Council.



### § 30.39 PARLIAMENTARY PROCEDURE; QUORUM; VOTING.

The Commission will follow the parliamentary procedure adopted by the City Council, and procedures shall not be in conflict with the laws applicable to the Commission on the following.

- (A) *Quorum.* A quorum shall consist of a majority of the regular voting membership of the Commission, and any issue to be voted upon shall be resolved by a majority of those members present.
- (B) *Voting.* All regular voting Commission members, including the Chairperson, shall be entitled to one vote each upon any question, upon a quorum being present. Voting procedures shall be in accordance with the parliamentary procedures adopted by the City Council.
- (C) *Conflict of interest.*
  - (1) If any member has a conflict of interest regarding any item on the Commission's agenda, that member may remove themselves from the room and shall refrain from discussing and/or voting only on the item for which a conflict exists.
  - (2) Refer to Tex. Local Gov't. Code Ch. 171 and any applicable City policies or regulations governing the same.

### § 30.40 MEETINGS; PUBLIC RECORDS.

- (A) Unless otherwise provided for, the Planning and Zoning Commission shall meet in City Hall or in some other specified location as may be designated by the presiding Chairperson and at such intervals as may be necessary to orderly and properly transact the business of the Commission, but not less than twice each year.
- (B) Meetings shall be conducted in accordance with the Open Meetings Law. Refer to Tex. Gov't. Code Ch. 551.
- (C) City Staff shall post a notice of quorum for all meetings of the Planning and Zoning Commission so that all members of the governing body may attend all meetings of the Planning and Zoning Commission.

**SECTION II. SEVERABILITY CLAUSE:** Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance. All provisions of this Ordinance are declared severable.



**SECTION III. CUMULATIVE CLAUSE:** This Ordinance shall be cumulative of all provisions of ordinances of the City except where provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**SECTION IV. REPEALER CLAUSE:** All Ordinances, Resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

**SECTION V. SAVINGS CLAUSE:** The repeal or amendment of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue or as affecting any right of the City of Woodcreek under any section or provisions of any ordinances in effect at the time of the passage of this Ordinance.

**SECTION VI. PROPER NOTICE AND MEETING:** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

Effective as of final passage and any publication as required by law.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024,

by a \_\_\_\_\_ to \_\_\_\_\_ vote of the City Council of Woodcreek, Texas.

WOODCREEK, TEXAS

By:

\_\_\_\_\_

Jeff

PLACE  
CITY SEAL  
HERE

Rasco, Mayor

ATTEST:

\_\_\_\_\_  
Suzanne J. Mac Kenzie, City Secretary



# Council Meeting Agenda Item Cover Sheet

## **AGENDA ITEM SUBJECT/ TITLE:**

Discuss and Take Possible Action on the Procurement of a Contract for an ADA Compliant Portable or Mobile Toilet for Creekside Park

## **AGENDA ITEM SUMMARY:**

Multiple citizens have requested the City consider the installation of a temporary toilet at Creekside Park and while attending this park I have personally witnessed this need every single time from adults and children alike.

Placement of such portable toilet may be at the discretion of the City Manager in coordination with a the service company as the logistics may vary. One place to consider would be outside the fence near the guardrail as this space is currently under utilized and provides ease of access for services.

A temporary screen may be installed to decrease visibility of the structure from the road.

Goals:

- 1) reduce the number of families who feel compelled to drive to the park due to limited parking options as bathroom access is a compelling factor in this decision
- 2) discourage children from exposing private body parts in a public space in order to relieve themselves
- 3) deterring human urine and excrement from being on the ground at the park

A portable toilet is a temporary, affordable solution while a more long-term plan can be considered.

Portable toilets come with a service contract for cleaning.

To rent:

Monthly cost on ADA = \$225/28 day billing cycle - serviced once a week

- typically Friday - clear tank, add paper, rinse unit down, add water and chemical

\$30 delivery fee

Additional service needed = \$20

Responsible for repairs as needed. Max cost for full unit replacement \$2000-\$2500

NOTE: If we purchase our own unit we can still seek service cleaning, but would responsible for repairs. The Woodcreek North POA owns their toilet at Morrow Park and pays for the service only. Toilets can be purchased through a local distributor to reduce shipping and delivery charges.

(Quote provided by Donna with Leineweber Service)

## **RECOMMENDATION:**

Recommend Council to direct staff to procure a portable toilet for Creekside Park.



**FINANCIAL IMPACT:**

Dependent on the agreement

**SUBMITTED BY:**

Debra Hines

**AGENDA TYPE:**

New Business

**COMPLETION DATE:**

1/12/2024 10:22:48 AM

**MS FORM ID:**

7



# Council Meeting Agenda Item Cover Sheet

**AGENDA ITEM SUBJECT/ TITLE:**

Discuss and Take Possible Action on the Installation of a Permanent Bathroom at Creekside Park

**AGENDA ITEM SUMMARY:**

Discussion is warranted surrounding the topic of a permanent solution for bathroom access at Creekside Park. While a portable toilet offers a temporary solution, it may not offer the long-term plan that residents may prefer.

During the consideration of Park Improvements in 2023 related to the POSAC grant and the subsequent installment of the playground equipment at Creekside Park it was brought up that a bathroom can and possibly should be considered as a "phase II" improvement for this park.

In order to pursue the installation of a permanent bathroom at the Park, Council will need to consider a budget amendment to provide for the cost of this improvement. This should be prepared by the City Manager at the direction of the Council should we wish to proceed with this project.

Additionally, Council should consider directing the Parks Board or forming a Council sub-committee, who works with the Parks Board, to seek design options and craft a draft site plan for placement.

Lastly, the project bid package including the design and site plan, once approved by Council, will need to be sent out for RFP.

**RECOMMENDATION:**

Recommend that Council direct staff to prepare a budget amendment not to exceed \$50,000 and direct the Parks Board to create a bid package, including a basic design and site plan for a single stall ADA compliant bathroom to be considered for installation

**FINANCIAL IMPACT:**

none at this time

**SUBMITTED BY:**

Debra Hines

**AGENDA TYPE:**

New Business

**COMPLETION DATE:**

1/12/2024 11:39:12 AM



**MS FORM ID:**

9

*Item 13.*